

SUBJECT	ISSUED BY	EFFECTIVE DATE
<b>ALLEY MAINTENANCE POLICY</b>	<b>CITY COUNCIL</b>	<b>FEBRUARY 21, 2006</b>

**POLICY STATEMENT:**

This policy is to help guide the citizens of Burlingame and the staff as to the responsibility of maintenance of alleys throughout the City. This policy seeks to specifically address the following concerns:

1. Ensure that all citizens are treated equally regarding the maintenance to their alleys.
2. Ensure that alley's are maintained to the proper level.

**PROCEDURE:**

The following procedures are to be followed regarding the maintenance of alleys throughout the City of Burlingame.

1. The City will fully maintain alleys in the area bounded by Fremont Avenue, Lincoln Avenue, Dacotah Street, and Delaware Street. The maintenance will include keeping rock on the surface and proper drainage in the areas.
2. All other alleys will be maintained by the City to a condition that will allow for the maintenance of utilities located in the alley right-of-way. This maintenance may include brush and tree trimming, grading, and other maintenance as determined by the City Administrator or his/her assign.
3. If a property owner desires to provide additional maintenance to an alley including but not limited to rock or grading, the owner will contact the City Administrator to have staff evaluate the request.
4. If improvements to the alley are determined by the City Administrator or his/her assign to be feasible, the requester will be notified and upon utility locates have been called in, work may proceed.
5. If improvement requests by a property owner are denied by the City Administrator the owner may request a hearing in front of the City Council to review the request. The decision made by the City Council shall be final.

6. Any alley disturbed by crews maintaining a utility shall be restored to the pre-existing condition upon completion of the utility repair. If the alley was grass prior to the utility repair, then time will be allowed to give crews time to plant grass.
7. At the discretion of the City Council, city crews may be directed to upgrade alleys. This may include any combination of labor, equipment, and/or materials.

Approved By: \_\_\_\_\_  
William Kraus, Mayor